



## Session 11



# Shifting Gears

## Moving from Paper to Electronic

**Jeff Baker, Anita Gross, Shamarli Lawrence**

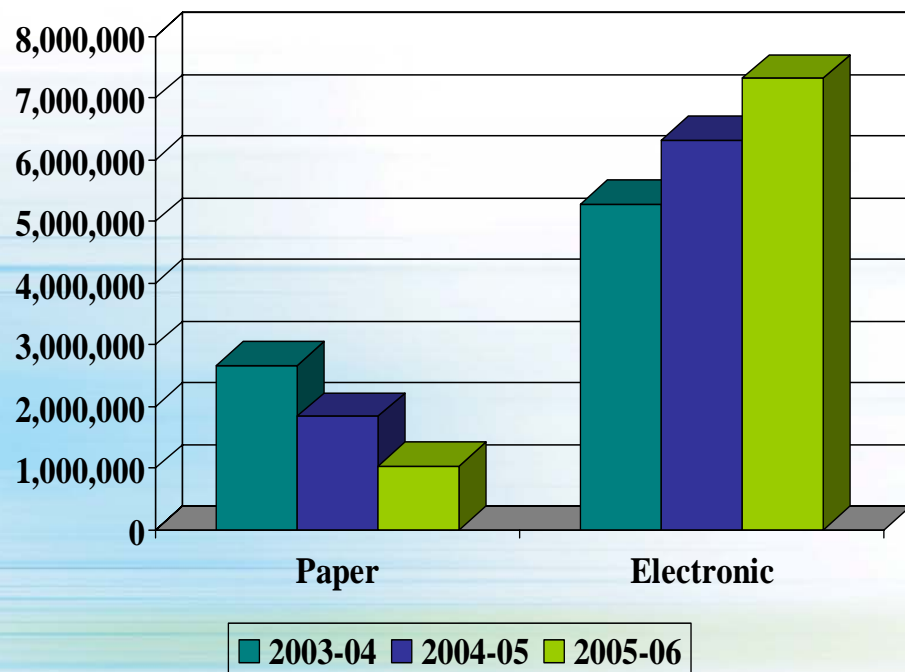
**U.S. Department of Education**



**START HERE  
GO FURTHER**  
FEDERAL STUDENT AID



# Paper vs. Electronic Filers Through Week 40



Since 2003-04 –

- Number of electronic filers has increased 33%
- Number of paper filers has decreased by 59%

**88% of 2005-2006 FAFSAs filed electronically!**





# Students Shift to the Web

Year	Applications	
	FAFSA on the Web	Paper FAFSA
2004-2005	8.9 Million	2.3 Million
2005-2006*	10.2 Million	1.4 Million

\* As of October 2005

**88% of all students now file online!**

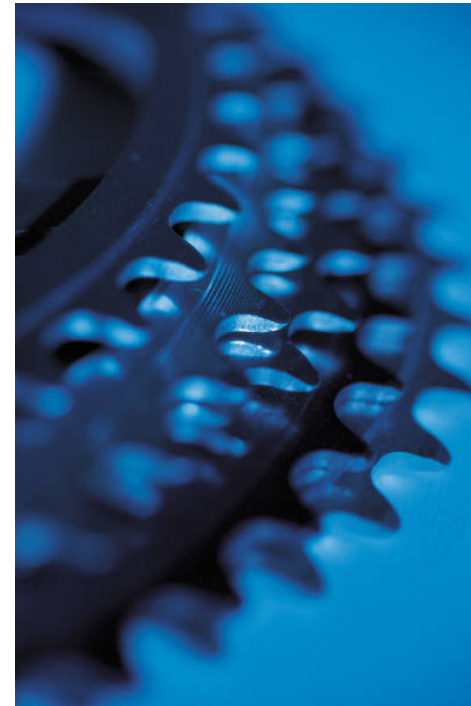




# Schools Shift to the Web

Out of 7,102 schools:

Number of Schools	Percentage of Students Who File Paper
33	80%
74	60%
498	30%



**6,604 schools have fewer than 30% paper filers**



# So... Are We Using the Right Gears?

Paper



Web



**24 MILLION** FAFSAs were ordered last year.

- **2 MILLION** FAFSAs were mailed in for processing.

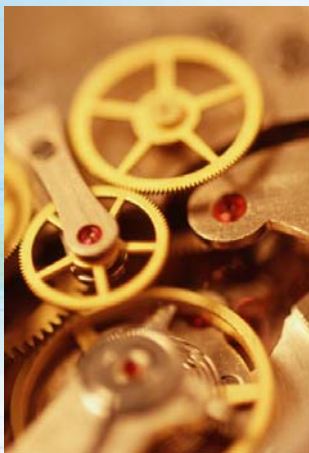
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**22 MILLION not submitted**



# Shifting to the Right Gear

*FAFSA on the Web Worksheet* is the appropriate tool to support Web filers –  
NOT the paper FAFSA







# Previous Pre-Application Worksheet

## Not Widely Used

- We addressed community concerns
- Redesigned *Worksheet* to be more usable
- Printed quantities for schools' convenience
- Changed distribution strategy





# Distribution Strategy

- *Worksheets* available before paper FAFSAs
- Both *Worksheets* and paper FAFSAs can be re-ordered
- Key distribution dates—provided later in session



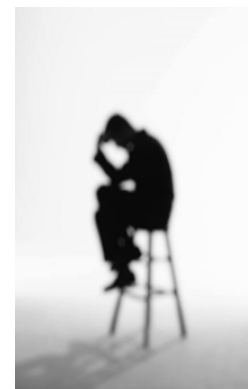




# Keep In Mind

***Worksheet* is not an official FAFSA, it...**

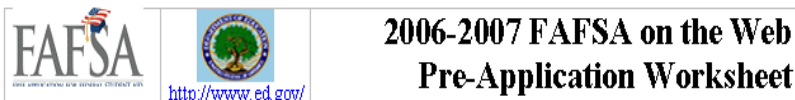
- has no certification or signature line
- cannot be mailed in for processing
- is not usable with FAA Access
- is optional – students can use FOTW without using the *Worksheet*





# Re-designing FAFSA on the Web Worksheet





Please **DO NOT** mail in this worksheet.

Before filing your *FAFSA on the Web* application we recommend that you (and one of your parents) apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). There are advantages to applying for a PIN prior to filing your application. With a PIN you are able to:

- Electronically sign your application
- Make corrections to your submitted application
- Review your processed application data on the Web

**Instructions:**

1. Complete this worksheet only if you plan to use *FAFSA on the Web* to apply for financial aid.
2. Use this worksheet to collect your (and your parents') information before beginning your 2006-2007 online *Free Application for Federal Student Aid* (FAFSA). The worksheet does not include all questions asked on the online FAFSA, just the ones that you might not readily know.
3. Questions on this worksheet are in the same order as they appear on the online FAFSA; however, because the online FAFSA allows you to skip some questions based on your answers to earlier questions, you may not have to answer all of the questions on this worksheet.
4. In addition to completing the Pre-Application worksheet, also complete the student (and parent) Worksheets A, B, and C on page 7 before beginning your online FAFSA.

We recommend that you supply student and parent e-mail addresses when filing your *FAFSA on the Web* application. E-mail notifications are the fastest way to receive information regarding the student's application. If for any reason the student or parents do not want us to communicate with them by e-mail, simply leave that person's e-mail address blank and all notifications regarding the student's application will be mailed to the student's mailing address.

All of the italicized questions refer to parent's information. Please read "Who is Considered a Parent" at the top of page 4 to determine if the shaded questions should be completed.

**STEP 1 – INFORMATION ABOUT THE STUDENT**

Question	Answer
1. Student's Last Name	
18. What is the student's state of legal residence?	
9. Student's Social Security Number	
14. Are you, the student, a U.S. Citizen?	<input type="checkbox"/> Yes, I am a U.S. Citizen <input type="checkbox"/> No, but I am an eligible <u>noncitizen</u> <input type="checkbox"/> No, I am not a citizen or eligible <u>noncitizen</u>

Generally you are an eligible noncitizen if you are: (1) a U.S. permanent resident and you have an Alien Registration Receipt card (I-551); (2) a conditional permanent resident (I-551C); or (3) an other eligible noncitizen with an Arrival-Departure Record (I-94) from Department of Homeland Security showing any of the following designations: "Refugee", "Asylum Granted", "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired), or "Cuban-Haitian Entrant". If you are in the U.S. on an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, or a G series

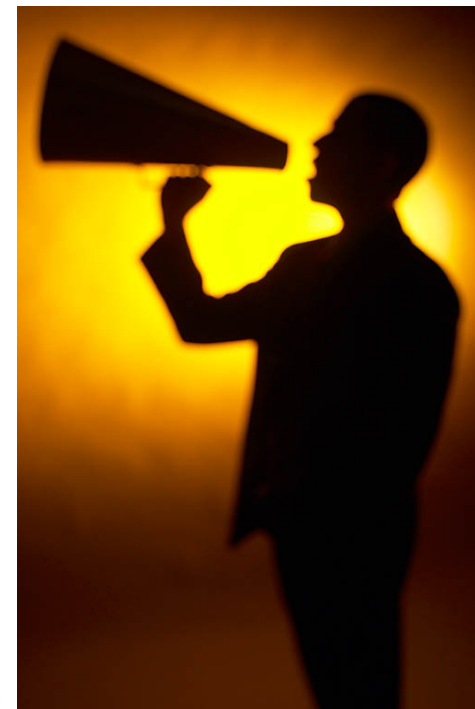
- Available only as a PDF
- Not distributed in advance to students
- Cramped format
- Gray-shaded areas hard to read





# Worksheet Highlights

- The more appropriate tool for Web filers
- Follows order of questions on the Web
- Booklet format
- Embedded instructions– no flipping back and forth
- Two-column format is easier to follow



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# The Improved Worksheet



Renamed  
the form!

## 2006-2007 FAFSA ON THE WEB WORKSHEET WWW.FAFSA.ED.GOV

Addition of  
state  
deadlines!

### DO NOT MAIL THIS WORKSHEET.

You must complete and submit a *Free Application for Federal Student Aid* (FAFSA) to apply for federal student financial aid and to apply for most state and college aid. Applying online with *FAFSA on the Web* at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) is faster and easier than using a paper FAFSA.

For state or college aid, the deadline may be as early as January 2006. See the table to the right for state deadlines. Check with your high school counselor or your college's financial aid administrator about other deadlines.

- Complete this Worksheet only if you plan to use *FAFSA on the Web* to apply for student financial aid.
- Sections in purple require parent information.
- Submit your application early, but not before January 1, 2006.

Apply Faster—Sign your FAFSA with a U.S. Department of Education PIN. If you do not have a PIN, you can apply for one at [www.pin.ed.gov](http://www.pin.ed.gov) before beginning *FAFSA on the Web*. You will receive your PIN within a few days, and then you can electronically sign your FAFSA when you submit your information. If you are providing parent information, one parent must

#### STATE AID DEADLINES

AK	April 15, 2006 (date received)
AR	For Academic Challenge - June 1, 2006 For Workforce Grant - check with your financial aid administrator
AZ	June 30, 2007 (date received)
* CA	For initial awards - March 2, 2006 For additional community college awards - September 2, 2006 (date postmarked)
* DC	June 30, 2006 (date received by state)
DE	April 15, 2006 (date received)
FL	May 15, 2006 (date received)
IA	June 30, 2006 (date received)
IL	First-time applicants - September 30, 2006 Continuing applicants - August 15, 2006 (date received)
IN	March 10, 2006 (date received)
# * KS	April 1, 2006 (date received)
# KY	March 15, 2006 (date received)
# LA	May 1, 2006 Final deadline - July 1, 2006 (date received)
# MA	May 1, 2006 (date received)
MD	March 1, 2006 (date received)
ME	May 1, 2006 (date received)
MI	March 1, 2006 (date received)
MM	June 30, 2006 (date received)

Parental  
sections in  
purple.

PIN  
Information



START HERE  
GO FURTHER  
FEDERAL STUDENT AID



## Checklist of Items Needed!

You will need the following information to complete this Worksheet:

- ☐ Your Social Security Number and your parents' Social Security Numbers if you are providing parent information;
- ☐ Your driver's license number if you have one;
- ☐ Your Alien Registration Number if you are not a U.S. citizen;
- ☐ 2005 federal tax information or tax returns (including IRS W-2 information) for yourself and spouse if you are married, and for your parents if you are providing parent information. If you have not yet filed a 2005 income tax return, you can still complete FAFSA but you must provide income and tax information.
- ☐ Records of unemployment benefits, for you or your parents if you are providing parent information; and
- ☐ Information on your and your parents' income, assets, and business and farm assets for yourself, or your parents if you are providing parent information.

### Warnings about FAFSA scams

#### WARNING!

Be wary of organizations that charge a fee to submit your application or to find you money for school. In general, the help you pay for can be obtained for free from your school or from the U.S. Department of Education.

### Unusual Circumstances Note

#### NOTE:

If you or your family has unusual circumstances (such as loss of employment), complete FAFSA on the Web to the extent you can, then submit the application and consult the financial aid office at the college you plan to attend.

NC	March 15, 2006 (date received)
ND	March 15, 2006 (date received)
NH	May 1, 2006 (date received)
NJ	June 1, 2006 if you received a Tuition Aid Grant in 2005-2006. All other applicants - October 1, 2006, for fall and spring terms; March 1, 2007, for spring term only (date received)
* NY	May 1, 2007 (date received)
OH	October 1, 2006 (date received)
# OK	April 15, 2006 Final deadline - June 30, 2006 (date received)
PA	All 2005-2006 State Grant recipients & all non-2005-2006 State Grant recipients in degree programs - May 1, 2006 All other applicants - August 1, 2006 (date received)
# RI	March 1, 2006 (date received)
SC	June 30, 2006 (date received)
TN	For State Grant - May 1, 2006 For State Lottery - September 1, 2006 (date processed)
* WV	March 1, 2006 (date received)

### Page Footers with URL!

# For priority consideration, submit application by the date specified.  
Additional form may be required.

Check with the school's financial aid administrator for these states and territories: AL, \*AS, CO, \*CT, \*FM, GA, \*GU, \*HI, ID, \*MH, \*MP, MS, \*NE, \*NM, \*NV, OR, PR, \*PW, \*SD, \*TX, UT, \*VA, \*VI, \*VT, WA, WI, and \*WY







## Sections numbered for navigation

### SECTION 1 – STUDENT INFORMATION

- Use of this Worksheet is optional. It is not the application and should not be submitted to the U.S. Department of Education or to your school.
- Not all of the questions from FAFSA on the Web appear in this Worksheet, but questions are generally ordered as they appear on the application.
- Once you are online, you may be able to skip some questions based on your answers to earlier questions.

## Instructions throughout the Worksheet

Your last name

Your state of legal residence

Your Social Security Number

Your driver's license number (optional)

Are you a U.S. citizen?

If you are neither a citizen nor an eligible noncitizen, you are not eligible for federal student aid. However, you should still complete the application, because you may be eligible for state or college aid.

If you are in the U.S. on an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations), you must answer "Neither citizen nor eligible noncitizen."

☐ U.S. citizen

☐ Eligible noncitizen

Generally you are an eligible noncitizen if you are:

- A U.S. permanent resident with a Permanent Resident Card (I-551);
- A conditional permanent resident (I-551C); or
- The holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired), or "Cuban-Haitian Entrant."

☐ Neither citizen nor eligible noncitizen

More white  
space!

Your Alien Registration Number

If you are an eligible noncitizen, enter your eight- or nine-digit Alien Registration Number.

A									
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Questions

Answers





# Not Included...

- Student's first name and middle initial
- Street address, city, zip
- Permanent telephone number
- Driver's license state
- Student's e-mail address
- Is the student male?
- Father and mother first initial





# IRS Tax Line Numbers

**Not available for first *Worksheet* printing in late September**

***Worksheet* Addendum includes all line numbers for 2005 IRS 1040, 1040A, and 1040EZ**





# Worksheet Distribution

**Late September** – Sample copies were mailed

**Mid-September** – Order additional *Worksheets*


**Early October** – Automatic mailing of *Worksheets*, 60 percent of each school's 2005-2006 paper FAFSAs

**Early November** – Automatic mailing of paper FAFSAs, 10 percent of each school's 2005-2006 paper FAFSAs

**November** – Order additional paper FAFSAs



# Availability of the Worksheet to Students



2006-2007  
**FAFSA ON THE WEB WORKSHEET**  
WWW.FAFSA.ED.GOV

**DO NOT MAIL THIS WORKSHEET.**

You must complete and submit a *Free Application for Federal Student Aid (FAFSA)* to apply for federal student financial aid and to apply for most state and college aid. Applying online with *FAFSA on the Web* at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) is faster and easier than using a paper FAFSA.

For state or college aid, the deadline may be as early as January 2006. See the table to the right for state deadlines. Check with your high school counselor or your college's financial aid administrator about other deadlines.

- Complete this Worksheet only if you plan to use *FAFSA on the Web* to apply for student financial aid.
- Sections in purple require parent information.
- Submit your application early, but not before January 1, 2006.

**Apply Faster—Sign your FAFSA with a U.S. Department of Education PIN.** If you do not have a PIN, you can apply for one at [www.pin.ed.gov](http://www.pin.ed.gov) before beginning *FAFSA on the Web*. You will receive your PIN within a few days, and then you can electronically sign your FAFSA when you submit your information. If you are providing parent information, one parent must sign your FAFSA. To sign electronically, your parent can also apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov).

**You will need the following information to complete this Worksheet:**

- ☐ Your Social Security Number and your parents' Social Security Numbers if you are providing parent information;
- ☐ Your driver's license number if you have one;
- ☐ Your Alien Registration Number if you are not a U.S. citizen;
- ☐ 2005 federal tax information or tax returns (including IRS W-2 information) for yourself and spouse if you are married, and for your parents if you are providing parent information. If you have

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MN	30 days after term starts (date received)
MO	April 1, 2006 (date received)
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*In Person*

Colleges, High Schools, Libraries

*PDF Format*

*{Color and Black & White Versions}*

Student Aid on the Web

FAFSA on the Web

*Telephone*

1-800-4-FED-AID

Also available in  
Spanish!





# Availability of the Worksheet to FAAs

## *PDF Format*

*{Color and Black & White Versions}*

## Information for Financial Aid Professionals (IFAP) Counselors on the Web FAFSA on the Web (Demo site up November 27)

*Order*

[www.fsapubs.org](http://www.fsapubs.org)

2006-2007 FAFSA ON THE WEB WORKSHEET WWW.FAFSA.ED.GOV	
<b>DO NOT MAIL THIS WORKSHEET.</b>	
You must complete and submit a <i>Free Application for Federal Student Aid (FAFSA)</i> to apply for federal student financial aid and to apply for most state and college aid. Applying online with <i>FAFSA on the Web</i> at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> is faster and easier than using a paper FAFSA.	
For state or college aid, the deadline may be as early as January 2006. See the table to the right for state deadlines. Check with your high school counselor or your college's financial aid administrator about other deadlines.	
<ul style="list-style-type: none"><li>• Complete this Worksheet only if you plan to use <i>FAFSA on the Web</i> to apply for student financial aid.</li><li>• Sections in purple require parent information.</li><li>• Submit your application early, but not before January 1, 2006.</li></ul>	
<b>Apply Faster—Sign your FAFSA with a U.S. Department of Education PIN.</b> If you do not have a PIN, you can apply for one at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a> before beginning <i>FAFSA on the Web</i> . You will receive your PIN within a few days, and then you can electronically sign your FAFSA when you submit your information. If you are providing parent information, one parent must sign your FAFSA. To sign electronically, your parent can also apply for a PIN at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a> .	
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<input type="checkbox"/> Your Alien Registration Number if you are not a U.S. citizen;	
<input type="checkbox"/> 2005 federal tax information or tax returns (including IRS W-2 information) for yourself and spouse if you are married, and for your parents if you are providing parent information. If you have	
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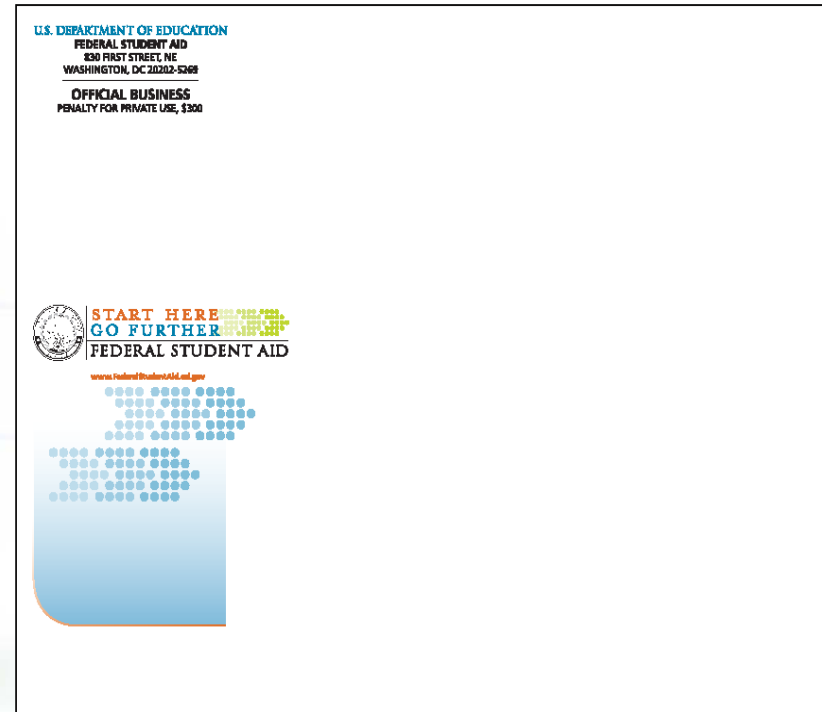


START HERE  
GO FURTHER  
FEDERAL STUDENT AID



# The FAFSA on the Web Toolkit

- Promotional package
- Includes materials that encourage Web filing
- Provides information on *FAFSA on the Web* and the PIN





# 2006-2007 Toolkit

- New poster design
- Incorporates FSA communications strategy



Apply for student aid online  
using the **Free Application for  
Federal Student Aid (FAFSA)**



- Student's TIPS Card consolidates information from brochures
- Foldable pocket size card
- Checklist format

WHAT ARE THE STEPS IN APPLYING FOR AID USING THE ONLINE FAFSA?

- ▶ **GET A PIN**  
Before beginning the FAFSA, you should apply for a U.S. Department of Education personal identification number (PIN) or some pin to sign. The PIN will allow you to sign your FAFSA electronically and to correct your personal FAFSA information online. After you receive the PIN assigned to you, use it to correct your FAFSA. It is something easy to remember. Don't share your PIN with anyone. If you are providing personal information on the FAFSA, one of your parents must also sign your application. To sign electronically, your parent must apply for his or her own PIN.
- ▶ **GATHER THE INFORMATION REQUIRED TO APPLY**  
Your Social Security number and your parent's Social Security number if you are providing parent information.
  - Your driver's license number if you have one
  - Your Alien Registration Number if you are not a U.S. citizen\* Additional tax information or tax returns: Individual 1041's information
- ▶ **BE AWARE OF DEADLINES**  
You may have to meet application deadlines, depending on your college and where you live. State and school deadlines are usually earlier than federal deadlines.
- ▶ **USE THE FAFSA ON THE WEB WORKSHEET**  
Your college or high school might have a copy of the Worksheet, or you can print one from [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This Worksheet is optional, but it will help you collect the information you need to fill out your FAFSA online.
- ▶ **COMPLETE YOUR APPLICATION AT WWW.FAFSA.ED.GOV**  
Enter all necessary information. If you need help, there are help links on each page of the online application.
- ▶ **SUBMIT YOUR APPLICATION**  
After you submit your application, make sure you receive a confirmation: a pin has been successfully filed for your records.  
you will receive an email with:  
• If you did not provide an email address. You should review your SAR.  
• If you do not have a valid email address (check the Status of a

**THERE IS FREE HELP AVAILABLE** [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV)

**ONLINE**  
"Live help" buttons on every page of the online application will take you to additional help. You can also click the "Live help" button to chat with a customer service representative directly online between the hours of 8 a.m. and midnight Eastern time.

**BY PHONE**  
For help toll-free between the hours of 8 a.m. and midnight Eastern time, call 1-800-4-FED-AID (1-800-432-3243) or 1-800-730-6913 (TTY) for the hearing impaired.

**IN PERSON**  
Talk with your high school counselor or contact the financial aid office at your college or career school.

**INFORMATION**  
Go to the online version of *Funding Education beyond high school: The guide to federal student aid* at [www.studentaid.ed.gov/guide](http://www.studentaid.ed.gov/guide). This guide covers financial aid topics from preparing for college to repaying student loans.

**START HERE GO FURTHER FEDERAL STUDENT AID**

[WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV)

**START HERE GO FURTHER FEDERAL STUDENT AID**



START HERE  
GO FURTHER  
FEDERAL STUDENT AID



# Availability of the Toolkit

**November**  
**Mailed out**

*Order*  
[www.fsapubs.org](http://www.fsapubs.org)

**Also available in Spanish!**



Apply for student aid online  
using the *Free Application for*  
*Federal Student Aid (FAFSA)*



**START HERE**  
**GO FURTHER**  
FEDERAL STUDENT AID



**START HERE**  
**GO FURTHER**  
FEDERAL STUDENT AID



# Contact Us

Anita Gross

Phone: 202-377-3904

Shamarli Lawrence

Phone: 202-377-3483



Feedback about the *Worksheet*

[FOTWWorksheet@ed.gov](mailto:FOTWWorksheet@ed.gov)





# Questions & Comments

